North Central Regional Transit District
Board Meeting
Friday, June 6, 2014
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 9:19 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County		*Mr. Tomás Campos*
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County	*Commissioner Miguel Chávez*	
Nambé Pueblo	Excused	
Pojoaque Pueblo	Excused	
Ohkay Owingeh	Excused	
San Ildefonso Pueblo	*Ms. Lillian Garcia*	

Santa Clara Pueblo		*Ms. Mary Lou Valério*
Tesuque Pueblo		*Ms. Sandra Maes*
City of Santa Fé		*Mr. Jon Bulthuis*
City of Española		*Councilor John Hernandez*
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Ms. Elizabeth Carter*	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Mr. Jim Nagle, Public Information Officer
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Stacey McGuire, Projects and Grants Specialist
Ms. Glenda Aragon, Finance Manager
Mr. James Luján, Customer Service Representative
Ms. Belen de Santiago, Transit Driver II

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Ms. Leticia Delgado, Constituent Services, Senator Udall's Office
Mr. Robert Griego, Planning Manager, Santa Fe County
Mr. Andrew Martínez, Rio Arriba County Planning and Zoning

4. INTRODUCTIONS

Those present introduced themselves to the group.

5. APPROVAL OF AGENDA

Councilor Sheehey asked the Board to consider item D after item L.

Councilor Sheehey moved to approve the agenda as amended with D after L. Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against. Rio Arriba County was not present for the vote.

6. APPROVAL OF MINUTES - May 2, 2014

Councilor Ring moved to approve the minutes of April 4, 2014 as presented. Ms. Garcia seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against. Rio Arriba County was not present for the vote.

7. PUBLIC COMMENTS

Andrew Martinez, Rio Arriba County, appreciated the presentation Chair Barrone and Mr. Mortillaro recently made to the Rio Arriba Board of County Commissioners and congratulated them on the new plan going forward. Here in Española, potentially they could now get away from the hazard at Walmart where riders had to sit on a Walmart shopping cart to wait for the RTD bus. People had to carry their groceries in a cart and then flip it over to sit on while waiting for the bus. He hoped there would be a solution for that in the near future.

Mr. Mortillaro said they budgeted annually for shelters and other bus amenities and purchased some and hopefully people wouldn't have to sit on carts any longer. The RTD would work with Walmart, the City and NMDOT. No one seemed to know who owned the ROW there.

PRESENTATION ITEMS

A. Presentation of Above and Beyond and Safe Driver Awards

Chair Barrone said it was always a pleasure to see our staff going "above and beyond."

Mr. Campos arrived at this time.

Mr. Mortillaro said was the first presentation since the Board adopted the employee recognition program. These awards were for employees who met the standards for these awards and went above and beyond the standards. The recognition committee reviewed them and department heads chose James Luján to receive the Above and Beyond Award, specifically; an award given to those who went beyond expectations. Mr. Luján is a customer service representative and also does dispatching. He has an incredible positive attitude and has been willing to help where needed by sharing his skills. He helped develop the forms for data input for ITS and AVL systems. He was a good representative of what the staff value in this organization and his initiative.

Mr. Luján came forward and Chair Barrone presented it to him, reading the certificate

Mr. Luján said it was great to be recognized for his efforts and thanked the Board and staff.

Mr. Mortillaro presented next the Safe Driver Award which is considered at employee's annual review for those with an accident free driving record and practicing safe driving.

Ms. Belen Santiago has been with the RTD since 2007 and had experience with the District routes. Her coworkers say she was always on time for scheduled maintenance and has never missed a cycling of her lift. She has had no accidents since she started.

Chair Barrone presented her the award, reading the recognition for safe and accident-free driving.

ACTION ITEMS FOR APPROVAL/DISCUSSION

B. Discussion and Consideration of Resolution 2014-09 Adopting Fiscal Year 2015 Final Budget *Anthony J. Mortillaro and Glenda Aragon*

Ms. Aragon noted the Board approved the preliminary in May and now had the final numbers. She shared the changes, all of which were minor. The federal amounts were finalized and modified the budget to reflect them accurately. They produced $63,000 in additional revenues. Page 15 of the packet showed the FTA changes. Adjusted capital budget was shown on page 17 and she briefly commented on them. She recommended adoption of Resolution 2014-09 as presented with the revised numbers.

Chair Barrone asked about the deadline to submit and when the District could expect approval.

Ms. Aragon said it would be submitted to DFA before June 30, 2014 and they would get notice of approval at that time.

Councilor Ring moved to adopt the Resolution 2014-09 Adopting Fiscal Year 2015 Final Budget Councilor Sheehey seconded the motion and it passed without any discussion with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against.

C. Discussion and Consideration of Resolution 2014-10 Authorizing the submittal of applications for Federal Funding for §5304, §5309, §5310 and §5311 in Federal fiscal year 2016 *Anthony J. Mortillaro and Stacey McGuire*

Ms. McGuire referred to page 29 which showed the details for federal grant funding and explained the purposes of each grant. The letter of intent was due by July 3 and the application in August. She pointed out that not submitting the letter of intent would mean a loss of $2 million. The Resolution was on page 34.

Mr. Bulthuis moved to approve Resolution 2014-10 Authorizing the submittal of applications for Federal Funding for §5304, §5309, §5310 and §5311 in Federal fiscal year 2016 Commissioner

Chávez seconded the motion.

Commissioner Chávez acknowledged staff for all the work they have done to secure these grants so congratulations to staff.

The motion passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against.

D. Discussion and Consideration of Resolution 2014-11 Providing for the Adoption of the 2015 Compensation Plan and the employee Performance Increase Schedule and Authorizing the Distribution of Salary Increases for Fiscal Year 2015 for Non-Collective Bargaining Positions *Anthony J. Mortillaro*

Under Approval of the Agenda, this item was moved to the end of the meeting.

E. Discussion and Consideration of Sustainability Committee Appointments *Anthony J. Mortillaro and Michael J. Kelly*

Mr. Kelly said in February 2014, the Board approved the sustainability plan and established the Sustainability Committee that would set goals, measurements and reports of progress on sustainability initiatives and goals to the Board. The Sustainability Committee Charter approval was on March 7, 2014 and staff had four candidates to recommend along with a cap of 7 on the Committee.

The recommended appointments were Councilor Sheehey, Los Alamos County Councilor and NCRTD Board Member; Colin Messer, Alternative Transportation Fuels Program Manager for the New Mexico State Energy, Minerals & Natural Resources; Mike Kelly, NCRTD Transit Operations and Facilities Director and lead author of the Sustainability Plan; and Mr. Mortillaro was ex officio.

Mr. Campos moved to appoint the recommended members to the Sustainability Committee as presented. Councilor Hernandez seconded the motion.

Mr. Bulthuis said Colin Messer had a long history of public commitment and would be a great addition to this Committee.

Councilor Sheehey said the door was open for other members.

Chair Barrone thanked Councilor Sheehey for committing to serve.

Mr. Mortillaro asked if the Board members had other names to offer as possible candidates who might be on this, to let him know or call Mr. Kelly.

The motion passed by unanimous roll call vote with Los Alamos County, Rio Arriba County,

Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against.

F. Discussion and Consideration of Resolution 2014-12 Adopting an Infrastructure Capital Improvement Plan (ICIP) *Anthony J. Mortillaro and Stacey McGuire*

Ms. McGuire explained that the ICIP was the annual submittal to the state of the 5-year investment plan as a component of the 2015 budget to avoid potential loss of capital funding without it. It included fleet replacement, facility improvements, emergency electricity generator, solar PV panels for renewable energy and a satellite facility for the planned objectives. The resolution was on page 47 and page 48 outlined the 5-year plan.

Mr. Mortillaro pointed out that usually this didn't come until September but the State decided to change the process and special districts like NCRTD were moved up to June. Without submitting this the District wouldn't be eligible for capital outlay funds.

Mr. Campos said the Board was missing the list for replacing vehicles. It said a list was attached but it was not in the packet.

Ms. McGuire explained that the plan was not specifying actual vehicles but was just a general fleet replacement as shown on page 48 without specifying individual vehicles.

Mr. Campos said his only concern was that the legislature often thinks they know better than we do in things like vehicle replacements.

Mr. Mortillaro said they did have a detailed list on future fleet replacement but Mr. Camos was right; it was not attached here. The District gets about $175,000 each year although they always submit the whole amount in the request, knowing they would not get all of it.

Commissioner Chávez noted the caption read on page 48 just said CIP not ICIP.

Ms. McGuire said CIP was their internal nomenclature and then they upload that to the state ICIP.

Councilor Ring asked if the Solar PV panels for conversion of power included bus stop shelters or if there was any need for lighting at those.

Ms. McGuire said they had an upcoming study with ADA from TAP funding to see if they were ADA compliant and might look into it at that point. It was something to look at in the future. The first step was PV power for this facility.

Mr. Kelley noted that part of the sustainability plan was a future need for solar power at the shelters to provide visibility and security at stops where needed.

Ms. Maes asked if any of these capital outlay projects were going to duplicate any federal 5304, 5309,

5310 and 5311 grants or if the District could ask for them in both federal and state sources.

Mr. Mortillaro agreed it was both because they never knew who was going to provide money.

Ms. Maes noted that from discussions for Sipapu, she didn't see anything for ski transport equipment.

Ms. McGuire said she would update that in August and put it forward for direction then.

Chair Barrone moved to approve Resolution 2014-12 Adopting an Infrastructure Capital Improvement Plan (ICIP) Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against.

DISCUSSION ITEMS

G. Financial Report for May 2014 *Anthony J. Mortillaro and Glenda Aragon*

Ms. Aragon provided the financial summary representing 11 months or 92% of the fiscal year budget. The highlights were in the packet with net revenues shown on page 50 at $472,256 or 72.5% of budgeted revenues. Page 51 showed the breakdown of revenue. The GRT was summarized on page 52 with county detail on 52-56. Federal grants were shown on page 57 and the Los Alamos contribution on page 58. She shared the expenses by type and by month. She concluded that the District had a good financial year and maintained positive cash flow.

Chair Barrone asked about GRT comparisons with last year by county.

Ms. Aragon said she had that information and could provide that for the Board.

Councilor Sheehey noticed that capital outlay was only at 47% and asked if that was a problem or if the District could carry it over.

Ms. Aragon said they had placed the order but didn't post the bus expenses until received so that budget was now encumbered and would be paid when the buses were received.

Councilor Sheehey asked if the capital funds wouldn't expire.

Ms. Aragon said they had until the end of September.

H. Finance Subcommittee Report *Tim Vigil and Anthony J. Mortillaro*

Mr. Mortillaro reported that the Finance Subcommittee met and dealt with the item regarding the compensation plan that would be discussed after the closed session.

I. **Tribal Subcommittee Report** *Mary Lou Valério and Anthony J. Mortillaro*

Ms. Valério said they didn't have anything to report but have a meeting scheduled for July 14 and they were inviting agenda items.

Mr. Campos said the Jicarilla Nation again expressed an interest in RTD membership. He asked if they would go first to the Tribal Sub-committee.

Mr. Mortillaro said it would be best to have him speak to the Jicarilla President first.

Councilor Sheehey said the Jicarilla Apaches were interested in renewable power. A group called Chama Watershed and Wilderness Alliance were interested in sustainability by renewable power so it might be useful to have someone from there as well.

J. Executive Report for May 2014 and Comments from the Executive Director

1) Executive Report

2) Performance Measures for April 2014

3) Ridership Report for April 2014

Mr. Mortillaro had no items to report and asked Mr. Kelly to deal with performance measures and ridership.

Mr. Kelly referred the Board to the performance measures and ridership report for April and briefly shared the highlights from those pages. Ridership was up for both District buses and the partner transit services. He pointed out they had no accidents in April and had logged over 200,000 miles since the last minor accident and over 500,000 since a major accident.

Chair Barrone noted in the graph, a spike in November regarding costs and asked why.

Mr. Kelly explained that there were three holidays in the month and was a short month so they only had 18 driving days but three payrolls that month. It was just an anomaly.

CLOSED SESSION

Closed session of the Board pursuant to NMSA 1978, Section 10-15-1.H(5) regarding "collective bargaining" for the discussion of bargaining negotiations.

Closed session of the Board pursuant to NMSA 1978, Section 10-15-1.H(2) regarding limited personnel matters for the purpose of the performance evaluation of the Executive Director.

Councilor Sheehey moved to go into closed executive session pursuant to NMSA 1978, Section 10-15-1.H(2) regarding limited personnel matters for the purpose of the performance evaluation of

the Executive Director and pursuant to NMSA 1978, Section 10-15-1.H(5) regarding "collective bargaining" for the discussion of bargaining negotiations. Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Española, City of Santa Fé and Town of Edgewood voting in favor and none voting against.

Mr. Robert Griego from Santa Fé County introduced himself.

The Board went into closed session at 10:15 a.m.

K. Reconvene in Open Session (Possible action items from closed session.)

At 12:31 p.m. the Board finished the closed executive session.

Mr. Campos moved to return to open session. Ms. Valério seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Santa Fé and Town of Edgewood voting in favor and none voting against. City of Española was not present for the vote.

Councilor Sheehey moved to approve the bargaining strategy preliminary to collective bargaining negotiations and to accept the performance evaluation of the Executive Director and to authorize Chairman Barrone to execute the Boards direction. Councilor Ring seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Santa Fé and Town of Edgewood voting in favor and none voting against. City of Española was not present for the vote.

L. Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2014 to June 2015 *Daniel Barrone, Chairman*

Chair Barrone noted that Commissioner Chávez added to Goal 14. " To explore a Youth in Transit Day program and associated scholarship for a participating high school senior in each county of the district service area" to attract them to a public transit career.

Commissioner Chávez moved to accept the Goals and Objectives for the Executive Director for the period of June 2014 to June 2015 as amended in Goal 14 to add an objective "To explore a Youth in Transit Day program and associated scholarship for a participating high school senior in each county of the district service area." Councilor Ring seconded the motion.

Mr. Bulthuis requested an amendment to include that he continue to work with the New Mexico Passenger Transportation Association.

Commissioner Chávez and Councilor Ring accepted the amendment as friendly and the motion

passed by unanimous roll call vote with Los Alamos County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Santa Fé and Town of Edgewood voting in favor and none voting against. City of Española and Rio Arriba County were not present for the vote.

D. Discussion and Consideration of Resolution 2014-11 Providing for the Adoption of the 2015 Compensation Plan and the employee Performance Increase Schedule and Authorizing the Distribution of Salary Increases for Fiscal Year 2015 for Non-Collective Bargaining Positions
Anthony J. Mortillaro

Mr. Mortillaro explained that Resolution 2014-11 provided for acceptance of the Non-Represented Employees' Compensation Plan and a Performance Increase Matrix for distribution of the budgeted performance increases for fiscal year 2015. This compensation plan and resolution would apply only to those positions that were not covered by a Collective Bargaining Agreement. Salary increases for positions covered by the CBA would be addressed when the Union and District negotiated the CBA and ratified by the union employees and the Board.

Mr. Mortillaro referred to the 2015 Performance Increase Matrix. He explained that the Performance Increase Matrix for 2014 was the first time the District had created a system that provided for performance increase differentiation for levels of performance that met expectations for exceeded expectations. The proposed 2015 Matrix provided for further differentiation for various performance levels.

He pointed out that they would not realize the full impact of the increases during the budget year but only about six months of the fiscal year.

Councilor Ring said he had always been against rewarding someone just because they collect a paycheck.

Commissioner Chávez moved to approve Resolution 2014-11 Providing for the Adoption of the 2015 Compensation Plan and the employee Performance Increase Schedule and Authorizing the Distribution of Salary Increases for Fiscal Year 2015 for Non-Collective Bargaining Positions. Mr. Campos seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Rio Arriba County, Santa Fé County, Taos County, San Ildefonso Pueblo, Santa Clara Pueblo, Tesuque Pueblo, City of Santa Fé and Town of Edgewood voting in favor and none voting against. City of Española was not present for the vote.

MATTERS FROM THE BOARD

Ms. Maes, on behalf of the Governor, announced St. Anthony's Feast on June 7 with a corn dance and mass at 8, invited the Board to attend.

On behalf of Tesuque Pueblo, she said the Board was very gracious in working with Tesuque Pueblo and the Pueblo appreciated that.

She wished a happy birthday to Lillian Garcia and the Board chimed in.

MISCELLANEOUS

Ms. Valério announced the Santa Clara Tribal Feast day.

Councilor Ring announced that Wild Life West was open every weekend and welcomed Board members to visit. There was a $5 entrance and sometimes no fee. The Chuck Wagon was every Saturday night when they would get a meal and western music entertainment. He also invited everyone to the Classic Car Show in the Walmart parking lot next Saturday.

ADJOURN

Councilor Ring moved to adjourn the meeting. Ms. Valerio seconded the motion and it passed by unanimous voice vote. The meeting was adjourned at 12:50 p.m.

NEXT BOARD MEETING: July 11, 2014 at 9:00 a.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Dennis Tim Salazar, Secretary

Submitted by:

Carl Boaz, Stenographer